

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: ACADEMIC SERVICES CURRICULUM SPECIALIST
Department: Education
Reports To: Academic Services Coordinator & Director
Status: Non-Exempt
Salary Range: \$15.13 - \$20.47 / \$31,475-\$42,584 Annually
Level: 4
Opens: December 9, 2014
Closes: December 30, 2014

SUMMARY

Primary responsibility is to guide the development of inter-disciplinary curriculum for the Education Department's Academic and Cultural Services in-school and out-of-school programs that integrate, Grade Level Expectation Content (GLEC) and Common Core State Standards (CCSS) using culturally-based and land-based pedagogies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Coordinate with other Education program staff to develop inter-disciplinary programs that integrate culturally-based and land-based pedagogies.
- Research current issues and trends in effective instructional strategies and research-based "best practices" in Indigenous education and environmental/nature-based/land-based/place-based education.
- Facilitate the development of curriculum materials to assist in supporting the implementation of the Education Department's current and future programs including an Early Childhood program.
- Implement program activities and events.
- Act as a professional consultant to superintendents, principals, and teachers on curriculum, instruction, assessment, and learning needs to facilitate integration of GLEC and CCSS using culturally-based and land-based pedagogies into curriculum.
- Conduct professional development and demonstrations pertinent to methods and materials appropriate to various levels of instruction.
- Coordinate evaluation of instructional materials.
- Advocate for tribal children and families in educational settings.

- Assist in processing Academic Services scholarships for tribal citizens.
- Collaborate with schools, community members, and LTBB departments.

EDUCATION AND EXPERIENCE

Bachelor's degree in Education or related field required. Teaching certificate preferred. Minimum 2 years working in a K-12 educational setting with Native American students required. Minimum of 2 credit hours or 3 CEUs in child care administration required. Minimum of 2 years working in an early childhood setting required. Experience in tribal government operation is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to work with school staff, Education Department staff, and community members to create and implement curriculum and programming rooting in culturally-based ways of teaching and learning.
- Must be willing to be filmed during program implementation and engage in reflection process to develop curriculum and teacher practice.
- Knowledge of GLEC and CCSS and standard, Western practices of teaching and learning.
- Knowledge of current educational research and issues, including effective instructional strategies and research-based "best practices" in Indigenous education and environmental/nature-based/land-based/place-based education.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record. Chauffer's license preferred.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.